

*D/Russ copy*

**SECRET**

Approved For Release 2002/09/05 : CIA-RDP78-00300R000100030059-5

29 AUG 1975

MEMORANDUM FOR:

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SUBJECT : Reveiw Staff Request 75-2728

1. Request 75-2728 asked for the preparation of a "list from 1 January 1967 to 21 December 1971 of all CIA employees detailed from the Agency for any reason to any executive agency. This list should include the component from which the detailee came, the department that the detailees went to and a summary of this persons job."

2. Attached are 6 sets of reports (21 reports to each set) which should be passed to the 5 Directorates for sanitizing. The other set is for your office to be used for the consolidated report.

3. Please note that the reports cover Details In as well as Details Out. I decided to leave these pages in tact even though it is not part of the request; however, Directorates should also review that portion and sanitize where appropriate as it is anticipated that Miss Sheketoff will eventually ask for them also. Also note that the word  has not been removed from the Contents Page, the Name Section or the Statistical Summary. TRB will forward to your office sanitized Statistical Summaries for the 21 reports by 4 September which can be passed to the Review Staff.

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4. Please request the Directorates to submit a brief summary of the functions that were performed by these people. Mr.  Executive Assistant to the Director of Personnel will prepare job summaries for White House Details, PFIAB, Office of the Vice President, OEP, CIEP Clericals and NSC Clericals. )

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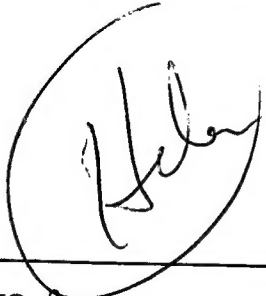
5. It is my understanding that we have established a deadline of 10 September with you regarding this request.

F. W. M. Janney  
Director of Personnel

Attachments

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<b>TRANSMITTAL SLIP</b>		DATE
TO: <i>Bonnie</i>		
ROOM NO.	BUILDING	
REMARKS: <i>These are D/Per's          Copies.</i> <i>Thank-you          Donna</i> 		
FROM: <i>OP/TRB</i>		
ROOM NO. <i>SE-13</i>	BUILDING <i>Hqrs</i>	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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